



Job Aid: Tab Guide





Description

This is a guide to the tabs within the *most commonly used* records in DLA LMS. These tabs will help you locate information and find the relationships between related entities. This guide will list the most common fields on each of the tabs listed.

** The actions and tabs available will vary per user based on Roles.*

** Not all fields are listed per tab, and not all tabs are listed per entity*

Key

-  A referenced field. In other words, this field indicates a direct assignment or association to another record in DLA LMS, or indicates that the entry must be selected from pre-configured values in DLA LMS.
-  A free-form form. Users may type anything into this field.
-  An action can be performed here. The user can assign, remove, or add.
-  View Only Field

Entity Records

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Student

Location: Top Menu Bar → Student Management → Students

Commerce	Account Code	Catalog Preview	Preferences		
Prof Profiles	Competencies	Enrollment	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Dev Plan	Learning History	Curriculums
Edit the Student Information					

Tabs:

Summary

- First Name
- Last Name
- Job Position
- Job Location
- Domain
- Organization
- Employee Type
- Address
- Country
- Email Address
- Supervisor

Custom Fields

This tab contains any custom fields that have been configured in DLA LMS. These values may be free-form or referenced.

IDP (Individual Dev Plan)

- Assign/Remove Components
- Edit Required Dates/Types
- Edit access to Online Components

Learning History

- View Recorded Learning Events

Curricula

- Assign/Remove Curricula
- Edit Required Dates/Types
- Edit Student access to Online Components

Enrollment

- View current Enrollments

Requests

- View Student Enrollment Requests

Online Status



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Administrator Tab Guide

- ☒ View Student online Component participation information
- ☒ Edit Student access to Online Components

Catalog Preview

- ☒ View Catalogs as Student would see them



Schedule Instance

Location: Top Menu Bar → Scheduling → Schedule Instance

Notifications	Cost Calculation	Cost Summary	Pricing	Catalog	Chargeback
Summary	Segments	Enrollment	Contacts	Materials	Custom Fields
Edit the Schedule Instance					

Tabs:

Summary

- Group Instance
- Domain
- Facility
- Contact
- Email
- Phone
- Fax
- Auto-Fill Enrollment
- Close Schedule Instance
- Cancel Schedule Instance

Segments

- Segment Instructors
- Segment Equipment
- Segments Locations
- Edit Segment Start/End Times
- Edit Segment Dates
- Auto-Fill Enrollment
- Add/Remove Segments

Enrollment

- Enrollment Cutoff Date/Time
- Minimum/Maximum Enrollment
- Self-Enrollment toggle
- Require Supervisor Approval toggle
- Enroll/Unenroll Students
- Enroll Students from Request list
- Edit Student Enrollments

Contacts

- Add Contacts

Custom Fields


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DLA LMS Job Aid


Administrator Tab Guide

Notifications


 Edit Notifications


Cost Calculations

 Add Cost Names

 Edit Costs/Formulas associated with Cost Names

Catalog

 Add to Catalogs

 Edit Prices per Catalog



Class

Location: Top Menu Bar → Scheduling → Classes



Tabs:

Summary

- Description
- Domain
- Qualification
- Max Size
- Start Date
- End Date

Schedules

- Add/Remove Schedules
- Edit Auto-Enrollment

Enrollment Rules

- Enrollment Status for Auto-Enroll
- Default Chargeback settings
- Remove associated Components from Student's Individual Development Plans
- Notification toggle

Students

- Add/Remove Students
- Edit Student Status
- Move Student to another Class



Curriculum

Location: Top Menu Bar → Learning → Curricula

Summary	Components	Subcurriculums	Documents	Job Positions
Edit the Curriculum				

Tabs:

Summary

- Title
- Domain
- Qualification Type
- Force Incomplete toggle
- Description

Components

- Add/Remove Components
- Component Initial Period
- Component Retraining Interval
- Component Requirement Type
- Component Effective Date
- Sequence

SubCurricula

- Add/Remove Curricula
- View Components

Job Positions

- View assigned Job Positions



Component

Location: Top Menu Bar → Learning → Components

Pricing	Chargeback	Catalogs			
Online Settings	Notifications	Materials	Objectives	Grading Options	Cost Calculation
Curriculums	Competencies	Custom	Requests	Rqst Reasons	Collateral Credit
Summary	Design Data	Delivery Data	Prerequisites	Documents	Tasks
Edit the Component					

Tabs:

Summary

- Title
- Classification
- Source
- Subject Area
- Domain
- Method
- Requirement Type
- Auto-Fill Enrollment
- Do Auto Competency
- Students can record Learning Events
- Supervisors can record Learning Events for Subordinates
- Enrollment Threshold Days
- Description

Design Data

- Audience
- Contact Email
- Component Goals
- Contact Hours
- Credit Hours
- CPE Hours
- Default Initial Period
- Default Retraining Period

Delivery Data

- Minimum Enrollment
- Maximum Enrollment
- Add/Remove Segments
- Offset
- Segment Online Access (when online settings are configured)
- Location Type



Prerequisites

 Add/Remove Prerequisite Components

Curricula

 View assigned Curricula


Custom Fields

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Requests

 Add/Remove Student Component Requests

Request Reasons


 Add/Remove Request Reasons

Collateral Credit

 Add/Remove Components for Collateral Credit

 Force Credit

Online Settings

 Mark Component Online

 Online Modules are Available only to enrolled students toggle

 Days from Launch to Expiration


 Online Completion Status

 Online Failure Status


 AICC Export

 Add/Remove Content Objects/Exam Objects/Folder Objects

Notifications


 Edit Notifications

Objectives


 Add/Remove Objectives

Cost Calculations

 Add Cost Names

 Edit Costs/Formulas associated with Cost Names

Catalog

 Add to Catalogs

 Edit Prices per Catalog






Content Package

Location: Top Menu Bar → Learning → Content Packages




Tabs:

Summary

-  Title
-  Domain
-  Description

Objectives

-  Add/Remove Objectives

Content

-  Add/Remove Content Objects, Exam Objects, Folder Objects







Objectives

Location: Top Menu Bar → Learning → Objectives



Tabs:

Summary

-  Objective
-  Description
-  Domain
-  Online toggle

Object Usage

- ☒ View assigned Content Objects

Components

- ☒ View assigned Components

Objective Display Text

- ☒ View Objective

Questions

- ☒ View assigned Questions

Exam Usage

- ☒ View assigned Exams



Questions






Location: Top Menu Bar → Learning → Objectives

Summary	Question Design	Usage	Custom Fields
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Edit the Question

Tabs:

Summary

-  Objective
-  Number
-  Version
-  Description
-  Domain

Question Design

-  Point Value
-  Randomize Answer Choices
-  Question can be reviewed

Usage

- ☒ View assigned Exams
- ☒ View Student performance



Content Object




Location: Top Menu Bar → Learning → Objectives

Summary	Launch Method	Objectives	AICC Support
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Edit the Content Object

Tabs:


Summary

-  Title
-  Domain
-  Description

Launch Method

-  Method
-  Parameters

Objectives

-  Add/Remove Objectives













Exam/Survey Object

Location: Top Menu Bar → Learning → Exam and Survey Objects





Tabs:



Summary

-  Domain
-  Online toggle
-  Description
-  Exam Type
-  Is Survey toggle
-  Question Count
-  Pass Percentage
-  Maximum tries
-  Student Actions
-  Exam Analysis Settings



Messages

-  Enable Exam Messages
-  Configure Exam Messages


Objectives

-  Add/Remove Objective-Based Questions
-  Edit Question Use Parameters

Questions

-  Add/Remove Individual Questions
-  Edit Question Use Parameters




Component Usage

-  View assigned Components

Student Usage

-  View Student performance

Printed Exams

-  Generate Printed Exam Iterations
-  Print Exams
-  Score Completed Exams





Facility

Location: Top Menu Bar → Resources → Facilities





Summary	Contact	Locations	Equipment	Materials	Base Cost
Edit the Facility					

Tabs:

Summary

-  Description
-  Domain
-  Region
-  Holiday Profile
-  Timezone
-  Work Week
-  External Facility toggle
-  Comments


Contact

-  Contact
-  Address
-  Phone/Fax Number
-  Email

Locations

-  Add/Remove Locations

Equipment

-  Add/Remove Equipment



Location

Location: Top Menu Bar → Resources → Locations

Summary	Scheduling	Equipment	Base Cost	Additional Costs
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Edit the Location

Tabs:

Summary

- Description
- Domain
- Location Type
- Facility
- Maximum Capacity
- Contact Name/Email
- Comments

Scheduling

- View Scheduled Dates/Times

Equipment

- Add/Remove Equipment



Instructor


Location: Top Menu Bar → Resources → Instructors

Proctor Status	Base Cost	Additional Costs	Cpnt. Costs		
Summary	Custom Fields	Authorized	Scheduling	Regions	Shipping Info

Edit the Instructor

Tabs:

Summary

-  Name
-  Company
-  Domain
-  Organization
-  Email
-  Comments

Custom Fields

This tab contains any custom fields that have been configured in DLA LMS. These values may be free-form or referenced.

Authorized

 Add/Remove Components Instructor is authorized to teach

Scheduling

☒ View Scheduled Dates/Times




Region

Location: Top Menu Bar → Resources → Region




Tabs:

Summary

 Description

Facilities

 Add/Remove Facilities